

WELLNESS COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position in fire department operations, the primary duties of which include developing, administering, and evaluating a health and fitness program for fire department personnel. The employee of this class works closely with fire department employees to evaluate and monitor individual wellness and fitness through physical assessments, and provides guidance and assistance to achieve maximum physical fitness. The Wellness Coordinator has the authority to work independently in most areas, and performs duties with only general instructions. The employee of this class works with little supervision and reports to and has work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Promotes, develops, implements, and monitors an individual wellness program for fire department employees that includes physical fitness, medical health, and nutrition. Makes recommendations for changes in the department operation procedures as they relate to the Wellness Program. Assembles medical packets and schedules annual physical examinations. Communicates and works closely with occupational physicians. Receives results from physical examinations and schedules medical follow-ups as needed. Determines if an employee is physically fit to complete departmental assessment based on the results. Communicates with the Assistant Fire Chief for the scheduling of the physical assessments at the fire department stations.

Administers assessments by testing physical ability, determines body mass index, and analyzes and interprets results of assessments in order to develop a suggested physical fitness program. Provides technical assistance to employees by demonstrations and training of exercise equipment as needed. Performs follow up visits for firefighters who are on a recommended fitness program and reevaluates when necessary in order to track progress. Assists employees with individual health goals and offers guidance on health and body image. Develops a suggested health plan for employees in regards to nutrition if requested.

Records employee physical assessments and medical examination

information into a data system. Maintains employee health records within the guidelines of HIPPA. Assists with fit test for air pack and mask and maintains computer files on results. Files employee records for sick leave and job related injuries. Receives and maintains employee hazardous material records and drug tests results.

Promotes a positive image of the department in the daily performance of duties, and maintains knowledge of the latest trends and diets in order to answer questions from the firefighters. Communicates health related news and current health risks topics with all departmental employees through composition of newsletters delivered to fire department stations. Attends seminars and conferences on health and fitness as required.

Assists with the budget and makes recommendations for the purchase of needed exercise equipment. Communicates with fire station employees for needed repairs on exercise equipment. Orders uniforms for employees and maintains record of uniform allotment. Performs ISO work.

Performs and related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

